

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2019-0013

Status: APPROVED  
Date Approved: 08/24/2023

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Bureau of Democracy, Human Rights and Labor
Schedule Subject	Consolidated Schedule: Records of the Bureau of Democracy, Human Rights and Labor (DRL)
Additional Schedule Information	<p>Flexible schedule which consolidates the records of the Bureau of [Democracy, Human Rights and Labor. Applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p> <p>Records containing information relating to the official activities of the Bureau of Democracy, Human Rights and Labor in executing the mission programs of the Department of State and the U.S. Government efforts to promote democracy, protect human rights and international religious freedom, and advance labor rights globally. These program records and other documentation related to the activities, interests, plans, policies and responsibilities of the Bureau of Democracy, Human Rights and Labor include, but are not limited to, all incoming and outgoing correspondence.</p>
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 3  
Number of Permanent disposition items: 1  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2019-0013

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Program Files	Permanent
0002	Leahy Vetting (International Vetting and Security Tracking)	Temporary
0003	Asylum Files	Temporary
0004	Country Reports Files	Temporary

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Records Schedule Items

<b>DAA-0059-2019-0013-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
<b>Item Title</b>	<b>Program Files</b>	
<b>Item Description</b>	Records documenting official mission activities regarding the promotion of democracy, protection of human rights and humanitarian affairs, internet freedoms, policy planning and public diplomacy; regional and global programming; general system of preferences; and global multilateral concerns and labor issues. Country report files are separated by subject, TAGS, bilateral affairs, regions and/or by organization and inter-agency groups. These records may include, but are not limited to, background materials; biographical information; cables; briefing notes; Congressional correspondence, inquiries, notifications, hearings and testimony; historical collections; letters; material on indigenous people; documentation on interagency groups on human rights; outreach and training; labor organizations; memoranda; memoranda of understanding; meeting delegations; non-governmental organization (NGO) reports, country conditions profile report and other various reports; position papers; press clippings and releases; policies and plans governing international security engagements, assistance, and cooperation, unlawful use of child soldiers, sale and transfer of security technology and munitions; statistics; copies of legislation; violations; workers' rights and other documentation used to determine policy decisions regarding human rights and humanitarian matters.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of the calendar year.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data
Approximate first year of records covered by this authority	2012
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2012 To: --/--/2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement

DAA-0059-2019-0013-0002		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Leahy Vetting (International Vetting and Security Tracking)	
Item Description	<p>INVEST is a web based system used by the Department to vet foreign candidates and units (Military, Police and other) to determine if they have committed gross human rights violations in the past prior to receiving funding, training or security assistance from the U.S. government. INVEST is the official system of record.</p> <p>Master File - The Database contain information pertaining to:</p> <ul style="list-style-type: none"> <li>• Individuals: Name, ID Number, Date of Birth, Place of Birth, Sex, Unit type, Unit Name, Unit Alias, Rank and Final Decision for individuals.</li> <li>• Military, Police and Others: Commander Name, Commander ID, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit Type, Branch/Precinct/Local Unit, Sub-Unit Name, Operation/Federal Level and Final Decision.</li> <li>• INVEST system contain copies of remediation cases, Leahy Congressional reports, International Military Education and Training (IMET) report and various other reports; Bulletins; Vetting and User Guides; and Leahy documentation.</li> </ul>	

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off after the final decision (to accept, reject or suspend training or funding) and notification has been forwarded to posts.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

DAA-0059-2019-0013-0003	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Asylum Files
Item Description	Records documenting the human rights and immigration issues pertaining asylum matters. The records include, but are not limited to, copies of individual asylum applications and basic application information, such as name, date of birth, country of origin, and office that provided material; copies of non-binding advisory opinion letters for specific DOJ and DHS cases; as well as, correspondence to asylum judges and adjudicators regarding the Department's national security or foreign policy interest; and other related information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary

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Cutoff Instructions	Other: Cutoff from the date of receipt or end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

<b>DAA-0059-2019-0013-0004</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Country Reports Files	
Item Description	<p>In accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act of 1961 and section 505 (c) of the Trade Act of 1974 and section 102(b) of the International Religious Freedom Act of 1998. The reports are produced annually and distributed to Members of Congress.</p> <p>Records documenting the human rights practices, conditions, and religious freedoms of all the United Nations member countries, some non-member countries and the country team activities. These records may include, but are not limited to, copies of cables, reports, background material, memoranda, congressional correspondence and other related information. The records are segregated by country. Copies of the final reports should be retained five years after the final action.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after release of final report	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	03/12/2019
Approve	Colleen Shogan	08/24/2023

**CROSSWALK, DAA-0059-2019-0013, Bureau of Democracy, Human Rights, and Labor**

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
0001	Program Files	Permanent. Transfer to the National Archives 25 years after cutoff.		DRL/FO	N/A; new item 2012 forward	N1-059-95-12 / 3	Deputy Assistant Secretary Subject Files
				DRL/FO		N1-059-95-12 / 4	Chronological Files
				DRL/FO		N1-059-95-12 / 5	Senior Advisor Files - Subject Files
				DRL/FO		N1-059-95-12 / 6	Chronological Files - Arranged chronologically
				DRL/FO		N1-059-95-12 / 7	Staff Assistant - Daily Reports - Arranged Chronologically
				Formerly DRL/AAA		N1-059-95-12 / 10	Subject Files
				Formerly DRL/AAA		N1-059-95-12 / 11	Country Files
				Formerly -- DRL Office of NIS, Europe, Mideast and South Asia		N1-059-95-12 / 12	Subject Files

**CROSSWALK, DAA-0059-2019-0013, Bureau of Democracy, Human Rights, and Labor**

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
				Formerly -- DRL Office of NIS, Europe, Mideast and South Asia		N1-059-95-12 / 13	Country Files
				Formerly -- DRL Office of Multilateral Affairs		N1-059-95-12 / 14	Subject Files
				Formerly -- DRL Office of Multilateral Affairs		N1-059-95-12 / 15	Country Files
				Formerly -- DRL Office of Multilateral Affairs		N1-059-95-12 / 16	Organization
				DRL/ILA		N1-059-95-12 / 17	Subject Files
				DRL/ILA		N1-059-95-12 / 18	Country Files
				DRL/ILA		N1-059-95-12 / 19	Workers Rights Files
				DRL/ILA		N1-059-95-12 / 20	Human Rights Files

**CROSSWALK, DAA-0059-2019-0013, Bureau of Democracy, Human Rights, and Labor**

NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
				DRL/ILA		N1-059-95-12 / 21	General System of Preferences
				DRL/ILA		N1-059-95-12 / 22	Chronological Files
				DRL/ILA		N1-059-95-12 / 23	Labor Attaché Files
				Formerly -- Office of Democracy		N1-059-95-12 / 24	Subject Files
				Formerly -- Office of Democracy		N1-059-95-12 / 25	Country Files
				Formerly -- Office of External Affairs		N1-059-95-12 / 26	Subject Files
				Formerly -- Office of External Affairs		N1-059-95-12 / 27	Country Files (specific)
				Formerly DRL/ASY Office of Asylum		N1-059-95-12 / 31	Country Conditions Profiles
				Formerly DRL/ASY Office of Asylum		N1-059-95-12 / 32	Historical Files

CROSSWALK, DAA-0059-2019-0013, Bureau of Democracy, Human Rights, and Labor							
NEW DISPOSITION AUTHORITY						RELATED AUTHORITIES	
ITEM	RECORD SERIES	DISPOSITION	SERIES LEVEL CUTOFF	OFFICE OF RECORD	SUPERSEDED AUTHORITY	DISPOSITION AUTHORITY	RECORD SERIES
0002	Leahy Vetting (International Vetting and Security Tracking)	Temporary. Cut off after the final decision (to accept, reject or suspend training or funding) and notification has been forwarded to posts. Destroy three years after cutoff.		Formerly DRL/ASY Office of Asylum	N/A; new item 2012 forward	N1-059-09-38 / 1/a	Leahy Vetting [International Vetting and Security Tracking - INVEST] -- Master File
0003	Asylum Files	Temporary. Cutoff from the date of receipt or end of the calendar year. Destroy 3 years(s) after cutoff.		N/A	N/A; new item 2012 forward	N1-059-97-27 / 1/a	Asylum Files - Asylum Applications
						N1-059-97-27 / 1/b	Asylum Files -- Advisory Opinion Letters
						N1-059-95-12 / 30	Electronic Applications Files
0004	Country Report Files	Temporary. Destroy five years after the release of the final report.		N/A	N/A; new item 2012 forward	N1-059-95-12 / 33	Country Reports Team
						N1-059-95-12 / 34	Country Reports on Human Rights Practices